

CIA INTERNAL USE ONLY

23 January 1957

Suggestion No. 2249

Date of Suggestion: 20 February 1956

STATINTL

[] Office of Training Instructor GS-12

A. Summary of the Suggestion:

Suggester proposed a regulation or notice with Headquarters [] distribution which would concern the ethical conduct of employees in the sale or purchase of property and supplies to or from the Agency.

B. Evaluation of the Concerned Office:

STATINTL

[] of the Office of Logistics on 10 January 1957 stated that as a result of this suggestion, OL is in the process of obtaining the approval of a new regulation. The regulation which is identified as R and [] has been out for coordination and returned. It has been rewritten and on this date is in the Office of the Director of Logistics for signing prior to further coordination. (1/28/57 - RCS had not received these 2 Regs.) *gum*
OK

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C. Recommendation of the Executive Secretary:

Because the processing time of this suggestion could be many months, we propose to

1. send a letter of appreciation to the suggester
2. ~~close the case~~
3. place the file in a tickler and recheck with OL periodically to determine status
4. reopen the case and give a cash award when and if an award is in order.

*OK - Ltr of apprec.
(tell status)
Keep open*

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22 January 1957

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Suggestion No. 2310

Date of Suggestion: 27 March 1957

Office of Logistics

Chief, Support Section

GS-12

A. Summary of the Suggestion:

Suggester proposed that the OCR Library include on their charge-out slip which accompanies all publications on loan from the Library, the telephone number to call in the event an extension of the loan is required or information regarding the publication is desired.

B. Evaluation of the Concerned Office:

The CIA Library on 19 December 1956 stated the following:

"The CIA Library, Circulation Branch, has been stamping a telephone extension on the charge-out slip-Form 310, 1 September 1956 since the middle of September 1956.

"The two and one-half months of experience with this stamping method revealed the following:

- a. The Circulation Branch staff noticed a decline in the number of telephone requests to wrong extensions
- b. One control section in another office of the Agency requested that the Library not stamp the extension on the charge-out slips for classified material borrowed from outside agencies.
- c. The Library staff members feel that the use of the stamp has proved valuable and should be continued. The branch libraries were stamping their charge-out slips with the branch library address, but not telephone extension, before the suggestion was made to the Library.

"We conclude that the suggestion is of some, though limited value, to the Agency and suggest that a nominal cash reward is now appropriate in recognition of suggester's services."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10 to \$25 based on intangible benefits.

OK- \$25

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Suggestion No. 2328

Date of Suggestion: 20 April 1956

25X1A

Personal Clark-Steno 35-4

A. Summary of the Suggestion:

Suggester proposed that numbered typing spaces be printed along the edge of Agency stationery to save typists from guessing the number of typing spaces remaining on a page.

B. Evaluations of the Concerned Offices:

Chief, Records Management Staff on 14 May 1956 stated the following:

"This Staff concurs in the basic idea of providing typists with these typing guides. Presently they are on paper offset masters and stencils, and the Agency recently ordered hectograph masters which will have these guides. However, it is only considered practical to print these guides on stationery or duplicating masters when it can be done simultaneously (and therefore without added cost) with the printing of other material on the masters or stationery. Even in these cases appearance must be considered. For example, it would not be appropriate to print space numbers along the edge of the letterhead stationery used by the Director, the Deputy Director and other officials.

"The one possible exception to this ruling on appearance is the U.S. Government Office Memorandum, Standard Form No. 64. Since this stationery is used exclusively for interoffice correspondence, I feel that it would be appropriate to print on the form an unobtrusive guide such as a single tick mark. Such a mark along the edge of the paper would indicate to the typist that, for example, only one more inch of typing space remained on the page."

Chief, Records Management Staff on 29 November 1956 stated the following:

"The Bureau of the Budget stated that it had no objection to the use of a small mark on SF64, to aid typists in determining how much space remained on a page. Therefore we will have such a mark placed on stocks of SF64 printed in the future. This action will adopt a modification of the employee's suggestion."

Recommendation of the Executive Secretary:

Approval. Award of \$10-\$25 based on intangible benefits

light benefit local application
Approved For Release 2003/03/10 : CIA-RDP80-00832A000200070031-4

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17 January 1957

Suggestion No. 2344

25X1A

Date of Suggestion: 9 May 1956

[Redacted]

Office of Operations Admin. Asst. GS.-7

A. Summary of the Suggestion:

Suggester proposes that Form No. 955, Training Course Attendance Record, be adopted by the Agency for a permanent record file of Agency paid training activities.

B. Evaluations of the Concerned Offices:

25X1A

Comments of [Redacted] are as follows:

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"Whether or not her suggestion that the form be used as a standard Agency form is accepted, [Redacted] wishes to recommend her for meritorious consideration based on the value of the form to the Division. The Division frequently requires ready access to current and cumulative information on employee's training. While her position in no way requires form design she created a simple and efficient form which serves the Division's various requirements so well that no changes were considered necessary in the basic design.

Chief, Plans and Policy Staff, OTR on 6 June 1956 made the following statement:

"The form proposed appears to meet the requirements of the Training Officers in maintaining an adequate record by external courses of the matriculation of the employees of a division or other component."

Chief, Intelligence School on 25 June 1956 stated the following:

"The suggested form has proved to be useful for [Redacted] and the suggester might well be given a nominal award for this degree of adoption."

STATSPEC

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-25 based on intangible savings.

OK- #15
Close

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Suggestion No. 2368

Date of Suggestion: 25 May 1956

Office of Industrial Contracts Audit
Branch GS-11

A. Summary of the Suggestion:

Suggester proposes a method of numerical hand-sorting of checks.

B. Evaluation of the Concerned Office:

Chief, Technical Accounting Staff, Office of the Comptroller, on 2 November 1956 stated the following:

"This suggestion has been adopted within the Industrial Contracts Audit Branch, Finance Division and is presently being used by one employee. As previously stated in this Office's evaluation of the suggestion on 27 June 1956, the total volume of checks sorted by this method is approximately 1500, and since the checks are received in several batches, probably not exceeding 500 in any one batch, the savings in man hours is nominal.

"The Chief, Industrial Contracts Audit Branch stated that the suggestion was submitted by a member of his office who is not directly associated with this function within the office. The suggester noted an individual sorting checks, made this suggestion within his own office where it was adopted, and submitted the suggestion formally for its possible use elsewhere in the Agency. This suggestion apparently does not come within the job description of the suggester."

SA NOTE

This suggestion was deferred from the Suggestion Awards November Committee meeting to determine if the idea was a duplicate of previously considered numerical hand-sorting devices.

[] of the Records Management Staff/MgtS stated this is not a duplicate.

C. Recommendation of Executive Secretary:

Approval. Award of \$10 based on intangible benefits.

OK-#10

SECRET
Suggestion No. 2411

18 January 1957

Date of Suggestion: 25 June 1956

25X1A

Comptroller/Finance Fiscal Accounting Clerk
GS-6

A. Summary of the Suggestion:

Suggester proposes a revision of the Agent Duty Status Report and its preparation by machine methods rather than by typing in the Divisions.

B. Evaluation of the Concerned Office:

The Office of the Comptroller on 27 July 1956 stated the following:

"It is recommended for adoption."

C. Actions of the Executive Secretary:

30 August 1956 this suggestion was presented to the Suggestion Awards Committee with a recommendation for an award of \$55.00, \$35. for intangible savings of \$665. plus \$20. for intangible savings (slight benefit-limited application).

25X1A

At the meeting the Committee deferred action and asked that investigate further this idea and report their findings to F/B.

The result of their investigation is quoted below from memorandum dated 17 September 1956 from C/TAS:

"The suggestion was originally recommended for adoption, based on available information as it appeared to have very desirable advantages. However, in the process of modifying the form, it was learned that an important change in regulations was also under consideration which would dispense with the need for a duty status report as now used by Headquarters.

"This contemplated change is reported for your information, since when it is made will void the need for placing the suggestion in use. Adoption of the suggestion is being deferred pending issuance of the change in regulations."

Reporting back to Committee has been held up pending approval of the change in the regulations for the decision. To date this had not been received. (1/18/57)

25X1A

D. Recommendation of the Executive Secretary:

Letter of appreciation. Will reopen if Suggestion is adopted by Technical Accounting Staff at a later date, which at this time appears most probable.

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Suggestion No. 2517

Date of Suggestion: 7 September 1956

STATINTL

Office of Research and Reports Analyst GS- 12

A. Summary of the Suggestion:

Suggester proposed that steps on the stairways in M Building and any other such stairways, so constituted, in Agency occupied temporary buildings, be covered with material of a high frictional quality. The nubs on these "non-skid" steel steps have become worn to the point that they are extremely slippery.

B. Evaluation of Concerned Offices:

The Office of Logistics on 18 December 1956 stated the following:

"This condition was reported to the Superintendent, FBS, State Group. As a result, the steps and landings were washed with zinc bromide and a coat of paint and sand was applied. This work was completed on 23 November 1956.

* "While the suggester has aided in the elimination of a hazardous condition, the method of reporting same is questioned. It is the duty of every Agency employee to report the presence of hazardous conditions without delay. A telephone call directly to the Space, Maintenance and Facilities Branch or to the appropriate Administrative Office would have received prompt corrective action. The channelization of Employee Suggestions through appropriate organization levels is a time consuming procedure which the Agency cannot abide when hazardous conditions are involved.

"It is recommended that the suggester be commended for his interest in improving Agency facilities."

The CIA Safety Officer on 8 October 1956 stated the following:

"An inspection of these stairways in M and Q Buildings has been made by the Safety Officer and it was noted that the five stairways used to enter restricted areas in these two buildings have been worn smooth by constant use.

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Suggestion No. 2517
(Con't)

There are two stairways in Q Building and three in M Building that are used by personnel to an extreme extent because of the various restricted functions in these two buildings. Therefore, this suggestion is approved since it is believed that some form of stair covering will improve walking conditions on these stairs."

SAS Note

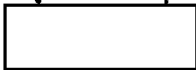
Telephone conversation on 3 January 1957 with the CIA Safety Officer revealed that the wearing off of the nubs on the steps is very likely a process that would take years. He also pointed out that the CIA Safety Officer and the Logistics personnel apparently had missed this condition on their routine checks.

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-25 based on intangible benefits (slight benefit-limited application)

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OK - the of
approved.



22 January 1957

CONFIDENTIAL
Suggestion No. 2539

Date of Suggestion: 18 September 1956

25X1A

FI/RI (Dispatch & Pouch)
DD/P Division Clerk GS-5

A. Summary of the Suggestion:

Suggester proposed that fatigue mats be provided for the personnel in the Dispatch and Pouch Section of RI/PI who are required to stand for long periods of time.

B. Evaluation of the Concerned Office:

Chief, RI on 8 January 1957 stated the following:

"Before utilization of the suggested matting, complaints of fatigue were received from the Dispatch and Pouch Section personnel who are required to stand for long periods of time. Since the installation of the matting, the pouch clerks have been able to stand for a considerably longer period of time before observing indications of fatigue. This would indicate that the mats are beneficial.

"Based upon the above, it is recommended that this suggestion be adopted. The benefits of this suggestion are intangible but considered to be of slight benefit with limited application."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10 to \$25 based on intangible benefits (slight-limited)

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OK-#25

CIA INTERNAL USE ONLY

Suggestion No. 2560

Date of Suggestion: 1 October 1956

STATINTL

DDP

Case Officer GS-12

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A. Summary of the Suggestion:

Suggester proposed that a notation be made on cables identifying the subject of a cable when not specifically stated. After the phrase "END OF MESSAGE" on the standard cable form in a "no trace" reply, the following would be used:

For RI: Add all pertinent information on the subject individual.

B. Evaluations of Concerned Offices:

Chief, RI on 18 October 1956 stated the following:

"Investigation has shown that the procedure outlined in the subject suggestion is of assistance to the Analysts in RI by eliminating the necessity for checking references, etc., to determine the subject of 'no trace' cables. However, because the notation included in the subject suggestion is placed upon the outgoing cable master before processing through the Cable Secretariat and transmission, it is the opinion of RI that the Cable Secretariat should approve the extension of such a system within the Clandestine Services."

The Cable Secretariat on 26 October 1956 made the following statement:

"The Cable Secretariat concurs in the C/PI/RI's evaluation of Suggestion #2560 and interposes no objection to typing the suggested footnote on the cable form below the phrase END OF MESSAGE."

See attached memorandum for All Senior Staffs and Area Divisions dated 27 November 1956.

On 20 November 1956, Chief, RI stated the following:

"The intangible benefits resulting from the subject suggestion are considered to be of slight benefit with extended application. However, it is the opinion of RI that the savings that can be realized from this suggestion would be of such a nature as to exceed the monetary award of between \$50.00 and \$75.00. It is recommended that consideration be given for an award up to \$100.00."

Recommendation of the Executive Secretary:

Approval. Award of \$100.00 based on intangible benefits-slight benefit with extended application.

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